

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: May 8, 2020

Closing Date: May 18, 2020

**Administrative Specialist I (Pay Grade 7)
Fraud and Consumer Protection Division
Medicaid Fraud Control Unit
New Castle County**

Description of Duties: The Delaware Department of Justice's Medicaid Fraud Control Unit ("MFCU") seeks an Administrative Specialist to provide administrative support to Deputy Attorneys General, Special Investigators, and Auditors within the Unit. MFCU consists of a multidisciplinary team of 18 professionals responsible for handling civil and criminal cases statewide. The civil cases pertain to health care fraud and cases brought under the Delaware False Claims and Reporting Act. The criminal cases involve the prosecution of health care fraud, drug diversion, patient abuse and neglect, and financial exploitation cases.

We seek a highly motivated and organized individual to assist with case tracking multijurisdictional *qui tam* and Unit cases, electronically creating and maintaining case files, scheduling meetings both internally and with outside stakeholders, arranging Unit travel, filing documents, written correspondence, and managing a moderate telephone volume. A successful candidate will be detail-oriented, well-organized, personable, a team player, possess strong verbal and written communication skills, and be proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe Acrobat.

Internal Delaware Department of Justice Applicants: Please submit an updated resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit resume and the Delaware Department of Justice Application, which can be obtained at the following URL: <http://attorneygeneral.delaware.gov/executive/hr/job-application/>. External applicants can mail resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.